



American Embassy Banjul

Vacancy Announcement

SUBJECT:**MANAGEMENT SECRETARY****DATE:****02/16/2009**

The U.S. Embassy/Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Management Secretary in the Management Office. Under the general supervision of the Management Officer and General Services Officer, incumbent provides a variety of complex administrative functions and a broad range of General Services Office (GSO) support functions. Position is the focal point of contact for all GSO related issues and management notices.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of High School and a secretarial diploma or certificate is required.

Experience: Two to four years of progressively responsible prior experience in secretarial and administrative work with a major organization is required.

Language: Level IV (fluent) English writing and spoken ability is required. Good working knowledge of Wolof and Mandinka required.

Knowledge: Standard office routines and practices in a large office operation. Must have excellent knowledge of record-keeping procedures.

Skills and Abilities: Must be able to develop working level contact with Embassy, Peace Corps and Gambia Government Officials. Must be tactful, possess good judgment, and be able to maintain effective working relationships with employees at all levels and supervisors. Good knowledge of computer programs, e.g. Microsoft Word, Excel, Access, PowerPoint, Microsoft Outlook, Internet, etc., required.

TO APPLY:

Interested candidates for this position should submit the following or the application will not be considered:

- Application for U.S. Federal Employment (OF-612) - available at the Embassy
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g., essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

Submit Application to:

Human Resources Office
U.S. Embassy/Banjul
Kairaba Avenue
Banjul

CLOSING DATE FOR THIS POSITION: February 16, 2009

Please note that only short-listed candidates will be contacted for interview.

The American Embassy Banjul is an Equal Opportunity Employer (EEO).